



United States Environmental Protection Agency
Washington, DC 20460

Request for and Authorization of Overtime Work

1. For Pay Period Ending
February 22, 2014

2. Account Number
2014 T 03W 30DC6
A3XKRS00

3. Document Control Number

4. Estimated Cost

5. Check One

☒ Original Request ☐ Extension

Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in Agency delegations.

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee's Time and Attendance (T&A) Card, EPA Form 2565-1, -2, or -3.

6. Justification or Reason

Assisting with Assessment of the Freedom Industries Chemical Leak in Charleston, WV. Working weekends and extended hours on week days.

7. Employee's Name	8. Social Security Number	9. Grade or Rate	10. Authorized Overtime		
			Estimated No. of Hours	Comp Time	Dates
Melissa Linden	281824537	12-7	25		2/16-2/22/14
Fran Burns	Chief, Western Response branch				
11. Requested by David P. Wright	Title Associate Director	Date			
12. Approved by Kathryn A. Hodgkiss	Title Acting Director, Hazardous Site Cleanup Division	Date			
13. Approved by Ronald J. Borsellino	Title Assistant Regional Administrator for Office of Policy & Management	Date			